



FRIENDS OF SOUTHWEST DC

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Board of Directors

Peter Eicher, President
Jean Sammon, Treasurer
Gabriele Strauch, Secretary
Joyce Bouvier
C. W. Hargrave
Russell McIntyre
Cheryl Parham
Ellen Spencer

Conflict of Interest and Non-disclosure Policy Adopted January 21, 2020

1. A Director shall notify the Board as soon as practicable if an application for support from the Corporation involves a member of his/her immediate family, a business or professional associate, a business or organization with which he/she is affiliated or in which he/she has a financial interest, or any other close associate or personal friend.
2. A Director may voluntarily exclude himself/herself from participating in the evaluation of any application if he/she feels unable to render unbiased consideration.
3. Notwithstanding a Director's personal judgment under the previous section, the remaining Directors may, by majority vote, exclude a Director with a real or perceived conflict of interest in an application from participating in the consideration of that application.
4. A person who is excluded because of a Conflict of Interest shall not participate in or be permitted to hear discussion by the Board or any delegated committee of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
5. A person who is excluded because of a conflict of interest shall not be counted in determining the presence of a quorum for the purpose of the vote. Such person may not vote on the matter and shall not be present when the vote is taken unless the vote is by secret ballot. These matters shall be reflected in the minutes of the meeting.
6. Each director shall exercise care not to disclose confidential information acquired in connection with such status. Furthermore, a director shall not disclose or use information relating to the business of Friends of Southwest DC for the personal profit or advantage of the director or a family member.
7. This policy shall be reviewed annually and re-signed by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all director.

Director's name

Signature

Date
